



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

**REGULAR COMMISSION MEETING MINUTES**

**September 19, 2018, 1:00 pm**

Toftrees Golf Resort & Conference Center, One Country Club Lane  
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill  
Commissioner Michelle Beaver  
Commissioner Tim Heitzman  
Commissioner Chad Libby  
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin  
John Manning, Legal Advisor (PBPP)  
Thomas Dougherty, Advisor (PBPP)

**Those not in attendance:**

Commissioner John Chilleri  
Commissioner Erik Christensen  
Commissioner Larry Maggi

Helene Placey, Advisor  
Greg Young, Advisor (PBPP)  
Ian Rowles, Recorder (PBPP)

**1. Call to Order and the Pledge of Allegiance**

**2. Review and approval of the Minutes of the previous meeting**

- Chairman Graybill presented a plaque to Robert McCullough, former FETC Advisor and Executive Director of the Pennsylvania Association of County Chief Adult Probation and Parole Officers Association of Pennsylvania, for his hard work and support for the Commission.
- The Commission took a moment of silence for Joseph Soupik, a 5 year veteran of the Berks County Juvenile Probation Office who was tragically killed in a motorcycle accident. In addition to being a juvenile probation officer and firearms instructor, with an infectious smile, he was a conservationist, avid hunter, outdoorsman, and known to help anyone in need.

**MOTION: 1809:01**

Commissioner Libby made a motion to approve the minutes from the July 12, 2018 Firearms Education and Training Commission meeting.

Commissioner Shurtleff seconded.

Motion carried by unanimous voice vote.

### 3. Announcements and Reports

#### Chairman Graybill

- Chairman Graybill announced that Ian Rowles was unable to attend the meeting due to a him winning the Support Staff Employee of the Year award at the same time in Harrisburg, PA.

#### Executive Director MacLaughlin

- Executive Director MacLaughlin shared that the Continuing Education training classes are all scheduled for the remainder of the 2018 calendar year.
- Executive Director MacLaughlin reported that FETC ran the 93<sup>rd</sup> BTA class and everybody passed.
- Executive Director MacLaughlin stated that FETC ran their second and final CFI Course of the year, and thanked the state Training Division for helping teach the class.
- Executive Director MacLaughlin reported that FETC ran a Train-The-Trainer Course 6 two days prior from the Commission meeting.
- Executive Director MacLaughlin mentioned that he is discussing at looking at contract options since the current contract is almost completed.
- Executive Director MacLaughlin stated he performed an on-site evaluation at York County and they did an outstanding job with their training and gave praise to their Master Instructor, Jamie Forry.
- Executive Director MacLaughlin asked the Commission where their stance was on scheduling the 2019 meeting dates. The Commission decided to ask the availability for the venue on the dates to mirror the 2018 year and can schedule them by the *November* meeting.

#### Fiscal Report

- Executive Director MacLaughlin showed the Commission the updated fiscal report and the Commission had no questions on it.

### 4. Reports of Officers and Standing Committees

- Curriculum Committee Chairman Burkholder mentioned that the Train-The-Trainer run earlier in the week sadly had a low attendance record, and theorized it could be because Course 6 currently isn't in the contract.
- Curriculum Committee Chairman Burkholder stated they spent the Curriculum Committee meeting discussing and finalizing the changes in Course 3.
- Curriculum Committee Chairman Burkholder stated that it needs cleaned up a little bit further for formatting and editing reasons before letting the Commission vote on the changes.
- Curriculum Committee Chairman Burkholder said the Course 3 new curriculum will be emailed to all of the Commissioners once completed so they can review it.
- Curriculum Committee Chairman Burkholder mentioned the Curriculum Committee would like to run a Train-The-Trainer for Course 3 going forward, due to the advanced

movement in the drills. He suggested that it be run in November prior to the Commission meeting. It would run for 2 days, for two total classes of 20 students each day.

- Curriculum Committee Chairman Burkholder mentioned that the new curriculum for Course 3 wouldn't take effect until July 1, 2019 due to the fiscal year.
- Curriculum Committee Chairman Burkholder stated the Train-The-Trainer for the Course 3 could be held in a classroom since they will just go over the movements of the drills, not firing any rounds.
- Chairman Graybill mentioned the possibility of having a special meeting sometime in late October in Harrisburg to vote on the Course 3.
- Commissioner Libby suggested either October 29<sup>th</sup> or October 30<sup>th</sup> for the special meeting at 9:00am. He suggested an email be sent out asking all of the Commissioners which date works best for them and can pick a concrete date later.

**BREAK** - Five minute break (2:03pm – 2:08pm)

## 5. Executive Session

There was an executive session to discuss personnel matters between 2:09pm - 2:18pm. Chairman Graybill, Commissioners Beaver, Heitzman, Libby and Shurtleff as well as Legal Advisor Manning, Curriculum Committee Burkholder and Executive Director MacLaughlin all attended.

## 4. Reports of Officers and Standing Committees (Continued)

- Curriculum Committee Chairman Burkholder stated a recommendation from the Curriculum Committee relative to the affirmation letter would add the verbage "I will not receive compensation for work done relative to my Curriculum Committee duties. (Except for reimbursment of my necessary and actual expenses incurred at any type of meeting or training of the Commission)."

### **MOTION: 1809:02**

Commissioner Shurtleff made a motion to approve the affirmation letter as amended with the addition of the reimbursment language that is being inserted. Also the affirmation letters should be signed by all current Curriculum Committee members within 30 days of being sent out.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

## 6. New Business

### *Petition for Extension/Waiver*

**Keonte Campbell** – Allegheny County Juvenile Probation

**Lisa Hearn** – Bucks County Adult Probation

**Daniel Hutchinson** – Allegheny County Juvenile Probation

**James Neary** – Wyoming County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper medical documentation was received by FETC.

**MOTION: 1809:03**

Commissioner Libby made a motion to approve the petition for extension for Keonte Campbell, Lisa Hearn, Daniel Hutchinson and James Neary for their requested petition dates.

Commissioner Beaver seconded.

Commissioner Shurtleff abstained for James Neary.

Motion carried by voice vote.

***Request for Initial CFI Status***

**Daralyn Carr** – Wyoming County Adult and Juvenile Probation

**Heather Finnegan** – Sullivan County Adult and Juvenile Probation

**Angella Miller** – Bradford County Adult and Juvenile Probation

**Derick Morey** – Potter County Adult and Juvenile Probation

**Colton Spade** – Mifflin County Combined Probation

**Nick Wolfkiel** – Mifflin County Combined Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

**MOTION: 1809:04**

Commissioner Libby made a motion to approve Daralyn Carr, Heather Finnegan, Angella Miller, Derick Morey, Colton Spade and Nick Wolfkiel for initial CFI status.

Commissioner Heitzman seconded.

Commissioner Shurtleff abstained for Daralyn Carr and Heather Finnegan.

Motion carried by voice vote.

***Request for Renewal of CFI Status***

**Lee DeMarco** – Fayette County Adult Probation

**James Doty** – Lebanon County Adult and Juvenile Probation

**Kevin Hood** – Westmoreland County Adult Probation

**David Jones** – Wyoming County Adult and Juvenile Probation

**Abigail Krepps** – Juniata County Adult and Juvenile Probation

**Ethan Weidle** – Lebanon County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

**MOTION: 1809:05**

Commissioner Heitzman made a motion to approve the the renewal of CFI status for Lee DeMarco, James Doty, Kevin Hood, David Jones, Abigail Krepps and Ethan Weidle.

Commissioner Libby seconded.

Commissioner Shurtleff abstained for David Jones

Commissioner Beaver abstained for Abigail Krepps.

Motion carried by voice vote.

***Request for Initial MI Status***

**Brian Dunbar** – Allegheny County Adult Probation

**Mark King** – Fayette County Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

**MOTION: 1809:06**

Commissioner Shurtleff made a motion to approve Brian Dunbar and Mark King for initial MI status.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

***Request for Renewal of MI Status***

**Jim Kovacs** – Fayette County Adult Probation

**Larry Smith** – Lycoming County Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation was received by FETC.

**MOTION: 1809:07**

Commissioner Beaver made a motion to approve the renewal of MI status for Jim Kovacs and Larry Smith.

Commissioner Shurtleff seconded.

Motion carried by unanimous voice vote.

**7. Public Comment and Questions**

No public attendance.

**8. Adjournment**

**MOTION 1809:08**

Commissioner Libby made a motion to adjourn.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

Meeting adjourned at 2:35pm.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on July 8, 2018.

Minutes submitted by Ian Rowles, Recorder, PBPP